



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAV INSTRUCTION 5430.47C

From: Chief of Naval Operations

Subj: MISSION AND FUNCTIONS OF BUREAU OF NAVAL PERSONNEL
(BUPERS)

Ref: (a) OPNAVNOTE 5450 Ser 09B22/9U507401 of 12 Mar 99
(b) OPNAVINST 5450.171C

Encl: (1) Mission and Functions of Bureau of Naval Personnel
(BUPERS)

1. Purpose. To update mission and functions of Bureau of Naval Personnel (BUPERS), per mission promulgated by reference (a) and the requirement of reference (b). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5430.47B.

3. Status and Command Relations. BUPERS was originally established by 10 U.S.C., 5131 of 5 July 1862, redesignated under its current title 13 May 1942 and now currently reflects the title of 10 August 1956, as amended. Under command of Chief of Naval Operations (CNO), Chief of Naval Personnel (CHNAVPERS) commands BUPERS and other shore activities as assigned by CNO.

a. Command: Bureau of Naval Personnel

b. Echelon:

ONE Chief of Naval Operations
TWO Bureau of Naval Personnel

c. Area Coordination:

Chief of Naval Education and Training (CNET)

4. Authority Over Organizational Matters. CHNAVPERS is an additional duty assignment for Chief of Naval Operations (Manpower and Personnel) (CNO (M&P) (N1)) within CNO. CHNAVPERS commands BUPERS and provides command support to those activities

OPNAVINST 5430.47C
28 Aug 2002

as assigned by CNO. CHNAVPERS is authorized to organize, assign, and reassign responsibilities within BUPERS, including establishment and disestablishment of component organizations as may be necessary, following procedures prescribed in current instructions.

5. Relationships. In conducting the mission and functions of BUPERS, CHNAVPERS will establish direct liaison and communication with other Navy commands, appropriate Department of the Navy (DON) and Department of Defense (DOD) officials, other military departments, other Federal agencies, and private organizations. CHNAVPERS shall keep CNO advised of matters that require his attention or knowledge.

6. Action. CHNAVPERS shall ensure performance of the mission and functions per enclosure (1) and advise CNO of any recommended modifications. Send recommended changes to BUPERS (PERS-03) via the chain of command.

NORBERT R. RYAN, JR.
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower & Personnel)

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OPNAVINST 5430.47C
28 Aug 2002

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**MISSION AND FUNCTIONS OF
BUREAU OF NAVAL PERSONNEL (BUPERS)**

Mission

To implement Chief of Naval Operations responsibilities for managing the planning and programming of manpower and personnel (M&P) resources and budgeting for military personnel; to develop systems for requirements determination of total force M&P resources and allocation of military personnel; to plan and direct the procurement, distribution, administration and career motivation of the military personnel of Navy regular and reserve components; to exercise centralized coordination and control of professional standards criteria; to direct a program of M&P research and development to improve the performance of individuals and organizations within the Navy and Marine Corps; to direct development and implementation of service-wide programs for improved human relations, and quality of life; and to perform such other functions and tasks as may be assigned by higher authority.

Functions

1. Advises CNO on military personnel plans and policies for recruitment, distribution, advancement, compensation, retention, readiness, retirement, and community management for regular and reserve Navy personnel.
2. Develops long-range recruiting plans.
3. Executes Human Systems Integration (HIS) processes, to include manpower and personnel into the maintenance, design, development, testing, and fielding of information systems and new acquisitions.
4. Assists in determining manpower requirements and approving authorization changes to the Total Force Manpower Management System (TFMMS).
5. Manages the programming, financial, and information resource management for total force manpower and personnel, which includes Navy requirements, authorizations, and end-strength.

6. Executes military personnel policies and plans necessary to implement Navy's mobilization plans.
7. Manages personnel manning for activities, commands, and programs administered by BUPERS or which may be assigned by CNO.
8. Administers military compensation policy, pay entitlement, and travel reimbursement matters.
9. Directs research efforts for manpower and personnel programs within DON and all DOD-related organizations.
10. Directs an effective and efficient structure of officer and enlisted classifications to provide a sound basis for manpower and personnel management and administration in the Navy.
11. Formulates plans and policies for the professional development and community management of the Navy's civilian workforce.
12. Responds to Commandant of the Marine Corps (CMC) and heads of other Navy organizations in meeting particular needs within assigned areas of responsibility.
13. Budgets, accounts, and reports for programs assigned, and controls obligations and expenditures of appropriated funds allocated to finance approved programs.
14. Performs inspector general inspection, investigation, command evaluation, management control, and audit liaison/follow-up programs for the claimancy and CNO (M&P) (N1).
15. Coordinates legislative special interest and personnel issues with CNO, Secretary of the Navy (SECNAV), Assistant Secretary of the Navy (Financial Management & Comptroller (ASN (FM&C))), Assistant Secretary of the Navy (Manpower & Reserve Affairs (ASN (M&RA))), Office of Legislative Affairs (OLA), DOD and other Federal agencies, Congress, and congressional staffs.
16. Coordinates public affairs programs and issues with Chief of Naval Information (CHINFO), Fleets, and applicable staffs;

keeps internal and external audiences informed of personnel-related plans, programs and issues; and maintains communications flow throughout the staff as well as chain of command.

17. Maintains programs for prevention of discrimination, sexual harassment, fraternization and hazing; and develops policy for Navy's Equal Opportunity Program and programs that attract, develop and retain a diversified work force.

18. Conducts management studies, reviews and evaluates the efficiency of organizational realignments, and direct all A-76/Commercial Activities/Competitive Sourcing efforts for the claimancy.

19. Accomplishes other functions that may be assigned by higher authority.